

**CITY COUNCIL  
ATLANTA, GEORGIA**

**A SUBSTITUTE RESOLUTION  
BY FINANCE/ EXECUTIVE COMMITTEE**

**07-R-0213**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TIBRA, INC., FOR FC-6006007944, PROGRAM MANAGER FOR ENTERPRISE RESOURCE TESTING, ON BEHALF OF THE DEPARTMENT OF INFORMATION TECHNOLOGY UPON REQUEST AND RECOMMENDATION OF THE CITY OF ATLANTA'S ENTERPRISE RESOURCE PLANNING STEERING COMMITTEE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY THOUSAND DOLLARS AND NO CENTS (\$140,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1C51 (CAPITAL FINANCE FUND) 524001 (CONSULTANT/ PROF. SERVICES) T33401 (ERP PROJECT); AND FOR OTHER PURPOSES.**

**WHEREAS,** the City of Atlanta ("City") solicited Requests for Proposals for qualified firms for FC-6006007944, for the provision of operational and strategic management of the City of Atlanta Enterprise Resource Planning Transformation Program; and

**WHEREAS,** the agreement is for a period of six (6) months with an option to extend on a month to month basis for an additional 6 months; and

**WHEREAS,** at the request City of Atlanta's Enterprise Resource Planning Steering Committee, the Commissioner of the Department of Information Technology and the Chief Procurement Officer have recommended that the contract for FC-6006007944, Program Manager for Enterprise Resource Testing, be awarded to Tibra, Inc., in an amount not to exceed One Hundred Forty Thousand Dollars and No Cents (\$140,000.00).

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES,** that the Mayor be and is hereby authorized to enter into an appropriate contractual agreement with Tibra, Inc., for FC-6006007944, Program Manager for Enterprise Resource Testing, on behalf of the Department of Information Technology upon request and recommendation of the City of Atlanta's Enterprise Resource Planning Steering Committee, in an amount not to exceed One Hundred Forty Thousand Dollars and No Cents (\$140,000.00) to be charged to and paid from fund account and center number 1C51 (Capital Finance Fund) 524001 (Consultant/ Prof. Services) T33401 (ERP Project).

**BE IT FURTHER RESOLVED,** that said agreement shall be for a period of six (6) months with an option to extend on a month to month basis for an additional 6 months.

**BE IT FURTHER RESOLVED,** that the City Attorney be and is hereby directed to prepare the appropriate contractual agreements for execution by the Mayor.

**BE IT FINALLY RESOLVED,** that said contractual agreement shall not become binding upon the City, and the City shall incur no liability upon the same until such contract is approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

**CONDITION FOR APPROVAL FORM  
(TO ACCOMPANY LEGISLATION)**

COMMITTEE: Finance/Executive

DATE: \_\_\_\_\_

ORDINANCE ~~#07-R-0213~~ RESOLUTION # 07-R-0213

REQUESTED BY: Committee

DIRECTED TO: DIT + Procurement + Finance

**NATURE OF CONDITION FOR APPROVAL:**

Provide Scope of work (services); Provide info  
on cost if it goes beyond 6 months, where will  
funds come from.

**WHEN IS THIS INFORMATION DUE, AND TO WHOM?**

Council prior to 2/19/17 meeting

**WILL THIS RESULT IN AN AMENDMENT TO THE LEGISLATION?**

YES ( )

NO (✓)

**WILL THIS RESULT IN A SUBSTITUTE TO THE LEGISLATION?**

YES ( )

NO (✓)

**HAS THIS INFORMATION BEEN RECEIVED? YES ( ) NO ( )**

DATE OF RECEIPT: \_\_\_\_\_

**A RESOLUTION  
BY FINANCE/ EXECUTIVE COMMITTEE**

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contract is approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:** Finance/ Executive Committee

**Caption:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TIBRA, INC., FOR FC-6006007944, PROGRAM MANAGER FOR ENTERPRISE RESOURCE TESTING, ON BEHALF OF THE DEPARTMENT OF INFORMATION TECHNOLOGY UPON REQUEST AND RECOMMENDATION OF THE CITY OF ATLANTA'S ENTERPRISE RESOURCE PLANNING STEERING COMMITTEE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY THOUSAND DOLLARS AND NO CENTS (\$140,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1C51 (CAPITAL FINANCE FUND) 524001 (CONSULTANT/ PROF. SERVICES) T33401 (ERP PROJECT); AND FOR OTHER PURPOSES.

**Council Meeting Date:** February 5, 2007

**Requesting Dept.:** Department of Information Technology

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

To award FC-6006007944, ERP program Director services

**2. Please provide background information regarding this legislation.**

This purpose of this contract is to provide daily project management services for the ERP project and relate services

**3. If Applicable/Known:**

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional services
- (b) **Source Selection:** RFP
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:** 1

(f) Proposals Received: 1

(g) Bidders/Proponents: 1

(h) Term of Contract: Feb 15, 2007-July 31,2007

4. Fund Account Center: 1C51-524001-T33401)

5. Source of Funds: *Example: Local Assistance Grant* GMA loan- CONSULTANT/PROF. SERVICES-ERP project

6. Fiscal Impact: 140,000

7. Method of Cost Recovery: N/A

This Legislative Request Form Was Prepared By: Anana Evans

**Department of Procurement  
Legislative Summary**

**To:**           **Finance and Executive Committee**

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<b>Council Meeting Date:</b>	February 5, 2007
<b>Legislation Title:</b>	Resolution authorizing the Mayor to enter into a contractual agreement with Tibra, Inc.
<b>Requesting Department:</b>	Department of Information Technology
<b>Contract Type:</b>	Professional Services
<b>Source Selection:</b>	Sealed Request for Proposals (RFP)
<b>Advertisement:</b>	City of Atlanta Web Ad posted December 14, 2006-Atlanta Daily World December 17, 2006-AJC
<b>Bids/Proposals Due:</b>	January 10, 2007
<b>Invitations Issued:</b>	2
<b>Bids/Proposals Received:</b>	1
<b>Proponents:</b>	Tibra, Inc.
<b>Contractor:</b>	Tibra, Inc.
<b>Estimated Value:</b>	\$140,000.00
<b>Scope Summary:</b>	The Program Director will be charged with leading an integrated team of City of Atlanta employees as well as resources provided by the service provider. The project is scheduled for completion in July 2007. The City of Atlanta



ERP Program Director responsibilities include, but are not limited to:

Provide day to day operational and strategic management of the City of Atlanta ERP Transformation Program. Create, oversee, and continuously improve the project life cycle for the City of Atlanta ERP Transformation Program. Provide monthly updates to the ERP steering committee related to, but not limited to project progress, issues, financial status, staffing needs and project risks, maintain the City of Atlanta's internal ERP Program Management Office and manage those resources assigned to the Program Director, overall responsibility for developing an integrated City of Atlanta Program Plan that includes ERP Transformation Project, and City of Atlanta Specific Projects, including linking dependent projects to the plan that are not the responsibility of the ERP implementation vendor, manage the overall ERP Program and serve as the primary contact between the Departments of finance, human resources, procurement, information technology and other areas of city government, which will be impacted by the ERP Program, including ensuring that the requirements for each stakeholder are achieved.

**Background:**

Tibra, Inc. has performed the previous project management work for the Enterprise Resource Planning program.

**Evaluation Team:**

Janice D. Davis  
Abe Kani  
Tom Pocock  
Luz Borrero  
Benita Ransom

**Term of Contract:**

Six (6) months

**Fund Account Center:**

1C51 524001 T33401.

**Method of Cost Recovery:**

None

**Prepared By:**

Shannon L. Burton

**Contact Number:**

(404) 330-6988



## CITY OF ATLANTA

Shirley Franklin  
Mayor

SUITE 1700  
55 TRINITY AVENUE, SW  
ATLANTA, GA 30303  
(404) 330-6010 Fax: (404) 658-7359  
Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

OFFICE OF CONTRACT COMPLIANCE  
Hubert Owens  
Director  
[howens@atlantaga.gov](mailto:howens@atlantaga.gov)

## MEMORANDUM

TO: Adam L. Smith Esq.  
Chief Procurement Officer

FROM: Hubert Owens  
Director – Office of Contract Compliance

RE: **FC# 6006007944, Program Manager for Enterprise Resource Planning (ERP)**

DATE: January 23, 2007

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The Office of Contract Compliance has evaluated One (1) Proposal for minority and female business enterprise participation. TIBRA Group, Inc. is an African American owned firm.

The qualifications for this position consist of the following:

- Experience in leading and managing projects of similar scope and size
- Professional credentials and project leadership
- Ability to evaluate key personnel
- Understand and demonstrate the factors to be considered in providing the services required for successful implementation of the project as described in the scope of services

The above referenced line items will be the responsibility of an individual and not a firm which makes it difficult to identify any M/FBE subcontracting opportunities. Therefore, the OCC will allow the proponent to move forward in the procurement process without penalty.

If you have any questions, please contact me at (404) 330.6010 or Tracy F. Reed at (404)330.6011

cc: File  
Shannon Burton, DOP




SHIRLEY FRANKLIN  
MAYOR

**CITY OF ATLANTA**  
55 TRINITY AVENUE, S.W., SUITE G-300  
ATLANTA, GEORGIA 30303  
(404) 330-6110-FAX (404) 658-6688  
Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

Abe A. Kani  
Chief Information Officer  
Department of Information Technology

**MEMORANDUM**

TO: David Chapman  
Department of Procurement

FROM: Abe Kani/ Anana Evans   
Department of Information Technology

SUBJECT: Award Recommendation, FC-6006007944, ERP Program Management Services (CORRECTION)

DATE: January 31, 2007

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The Department of Information Technology at the request of the ERP steering committee has accepted the enclosed statement of work for RFP, FC- 600600744, for ERP Program Management Services by Tibra, Inc. It is therefore recommended that the Department of Procurement proceed to finalize award of this contract to the aforementioned proponent.

Should you or your staff require additional information, please contact me at 404.330.6633.

Encl: (1)

C: Robert Carson, DIT  
Shannon Burton, DOP  
✓ Keith Brooks, DOP  
File

T3345115

# CONT



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1C51

524001

T33401

## CENTER

11/20/2006

please  
overide

**AUTHORIZED SIGNATURE**

DATE \_\_\_\_\_

1/3/07

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Legislative Counsel (Signature): Simone D. Brathwaite



Contact Number: x 6310

Originating Department: Department of Information Technology

Committee(s) of Purview: Finance/ Executive Committee

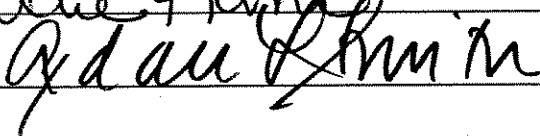
Council Deadline: January 8, 2007

Committee Meeting Date(s): January 30-31, 2007 Full Council Date: February 5, 2007.

Commissioner Signature



Chief Procurement Officer



**CAPTION**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TIBRA, INC., FOR FC-6006007944, PROGRAM MANAGER FOR ENTERPRISE RESOURCE TESTING, ON BEHALF OF THE DEPARTMENT OF INFORMATION TECHNOLOGY UPON REQUEST AND RECOMMENDATION OF THE CITY OF ATLANTA'S ENTERPRISE RESOURCE PLANNING STEERING COMMITTEE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY THOUSAND DOLLARS AND NO CENTS (\$140,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1C51 (CAPITAL FINANCE FUND) 524001 (CONSULTANT/ PROF. SERVICES) T33401 (ERP PROJECT); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT: \$140,000.00

Mayor's Staff Only

Received by Mayor's Office:

1/31/07  
(date)

Reviewed by:

GP  
(date)

Submitted to Council:

1/31/07  
(date)

2/2/07